3 and 4 July 2019

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This document contains suggestions to be included in the new licensing policy where they differ from the current policy.

Changes to the current policy are highlighted in yellow (as shown in Appendix 5).

Additions to the current policy are highlighted in blue (below)

It is not the final policy consultation document and any answers you provide will be given full consideration.

Please give reasons for your answers where possible as this will help to guide the final consultation document which will be published on 25 July 2019.

## New or amended conditions relating to Hackney Carriages

Regulation	Current Licence	Suggested Licence	Do you	Reasons for your answers
	Condition (if Applicable)	Condition	agree?	
			Please	
			answer	
			Yes or	
			No	
Engine Size	None	Where a vehicle is powered only by a conventional internal combustion engine the minimum engine size should be 1200cc or capable of producing at least		
Vehicle	No hackney carriage shall be	100bhp  At time of first licensing as a		
Maximum	licensed for the first time if it is	hackney carriage a vehicle must		
Age at first	more than 7 years old at the	be no more than 5 years old at		
licence	date of applying for the licence.	the date of application		
		Vehicles must achieve a euro NCAP rating of 4 or 5 stars minimum		
Emissions	None	All new vehicles licensed must be rated euro 6 emission compliant from April 2020.		
		All vehicles, new or renewing, must be rated euro 6 compliant from April 2022.		

Fuel Type	None	All fuel types are permitted	
, , , , ,		providing compliance with the	
		relevant euro rating or equivalent	
		is reached as a minimum.	
		Vehicles operating on LPG must	
		be converted by a registered	
		converter and certificate must be	
		produced.	
Vehicle	None	Any vehicle not rated as Euro 6	
<b>Maximum</b>		compliant will not be licensed	
Age before		after the vehicle reaches 12 years	
replacement		old from April 2020.	
Door Signs	Door signs, of a type and style	Hackney carriages that do not	
	approved by the Council's	display a livery must display door	
	officers, must be displayed on the	signs of a type and style approved	
	front doors of the vehicle, unless	by the Council's officers on the	
	explicitly authorised by the	vehicle when the vehicle is being	
	Council's officers.	used for work.	
		An exemption from displaying	
		door signs when using the vehicle	
		for work is not available	
Livery	None	Hackney carriages may voluntarily	
Lively	The state of the s	display a livery of black vehicle	
		with yellow bonnet stripes and	
		yellow boot stripes and yellow	
		side stripes to a standard design	
		approved by the council	
Wheelchair	Where a hackney carriage is	Where a hackney carriage is	
Accessible	capable of carrying a passenger	capable of carrying a passenger	
Vehicles	sitting in a wheelchair in the	sitting in a wheelchair in the	
	vehicle, the driver of the	vehicle, the driver of the hackney	
	hackney carriage must have	carriage must have attended a	
	passed the wheelchair exercise		

	element of the Driving and Vehicle Standards Agency test or have attended a disability awareness course approved by the Council.	disability awareness course approved by the Council.		
Wheelchair Accessible Vehicle Design	None	Wheelchair Accessible Vehicles must be professional converted and tested.		
Wheelchair Accessible Vehicle Design	None	Wheelchair accessible Vehicles can be side or rear loading.		
Other Signage	You must display at least one "No Smoking" sign on at least one near-side and one off-side window to be clearly visible to passengers before entering the vehicle.  You may only display the	You must display at least one "No Smoking" sign on at least one near-side and one off-side window to be clearly visible to passengers before entering the vehicle.  You may only display the		
	following window stickers or signs providing that they do not obscure vision:  (a) the Council's official plate (the detachable slip)	following window stickers or signs providing that they do not obscure vision:  (a) the Council's official plate (the detachable slip)		
	(b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council	(b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council		

		an authorised parking permit		an authorised parking permit			
		membership of a recognised motoring organization or a hackney carriage or private hire association		membership of a recognised motoring organization or a hackney carriage or private hire association			
			(e)	disability awareness signs.			
		disability awareness signs.		If CCTV is in use, signs notifying customers of the use, storage and access must be displayed.			
			,	A sign advertising the availability of debit or credit card facilities			
			unless	er signage is permitted permission is expressly d by the licensing authority lication			
First Aid Kits	Kit, meeting the Health Regulations or supersed	ensure that a First Aid g the requirements of and Safety (First-Aid) s 1981 (as amended ded) is carried in a ition at all times.	You ma your us If you d must m	ly carry a first aid kit for se if you choose to do so.  Io carry a first aid kit it neet the requirements of alth and Safety (First-Aid)			
	,			tions 1981			
Defibrillator	None		_	Owners may wish to carry			

		If a defibrillator is carried the
		driver of the vehicle must receive
		adequate training in the use of
		the machine and provide
		certificated evidence to prove
		training.
		Defibrillators must be purchased
		from a recognised supplier of
		genuine quality machines and
		proof of purchase will be
		required.
		The defibrillator must be
		mounted securely in a location
		where it cannot be accessed
		easily by passengers.
Fire	You must ensure a suitable,	The requirement to carry a fire
Extinguishers	efficient and accessible fire	extinguisher is contained in the
LACINGUISTICIS	extinguisher is fitted and kept	byelaws and therefore not open
	maintained in the vehicle.	for alteration.
	maintained in the vehicle.	Tot attendion.
		The proposed condition is:
		The proposed condition is.
		Vehicles must carry a well
		maintained fire extinguisher of a
		size deemed appropriate by the
		proprietor. This must be securely
		stored in the vehicle in a fixed and
		easily accessible location
CCTV	None.	Vehicle owners may fit CCTV
		system of their choice.
		Use of the system is governed by
		GDPR, DPA 2018, and guidance

		issued by the Information
		Commissioners Office
		Commissioners office
		Where CCTV is installed adequate
		signage must notify customers of
		the use of cameras, how long data
		is stored for and how customers
		can access the data.
		Drivers must provide example
		documentation of a CCTV usage
		policy, Privacy Impact Assessment
		and Subject Access Request
		application.
		Drivers must provide an in date
		copy of ICO registration
		certificate.
T	No.	
Trackers	None	A vehicle tracker may be installed.
		Where a tracker is fitted it must
		be installed by a competent
		professional and proof of
		installation will be required.
Autonomous	None None	Application for licenses for
Vehicles		vehicles capable of and intended
		to be, for any period of time,
		operated autonomously at levels
		3, 4 or 5 (as defined by the
		Society of Automobile Engineers)
		will be considered on a case by
		case basis.
		In general no vehicle not capable
		of being driven by a human being
		(i.e. without a steering wheel)

		shall be considered for use as a licensed vehicle on public roads.  In general any vehicle capable of operating autonomously will only be licensed where it can be shown that the driver will remain in control of the vehicle and that there are systems in the vehicle that monitor the drivers performance	
Number of seats	The Council is unable to licence any vehicle that can carry more than 8 passengers. Applications for any converted vehicles must be accompanied by an appropriate approval certificate.	Vehicles must have a minimum of 4 passenger seats and a maximum of 8 passenger seats.  Applications for any converted vehicles must be accompanied by an appropriate approval certificate.	
Vehicle Plates and Identifiers	Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate.  The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers	Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle or by use of council approved magnetic bracket. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate. No other form of fixing will be permitted.  The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers	

Accident Danage Repair  Insurance category write off  Insurance category write off  Applicants must produce an engineer's report detailing the repairs made to the vehicle.  Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.  Yellow Vests  None  A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.  Debit/Credit Card Machines  Debit/Credit Card Machines  Individual Vehicle Sport and the provided approval certificate' will likely be in the Approval and Imported Vehicle Sport and approval is based upon an inspection of the vehicle  Applicants submitting an imported vehicle for licensing				
Repair  Insurance category write off  Applicants must produce an engineer's report detailing the repairs made to the vehicle.  Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.  Yellow Vests  None  A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.  Debit/Credit Card Machines  A debit or credit card machine may be installed.  If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.  Individual An 'appropriate approval certificate' will likely be in the Approval and Imported  Vehicle Approval (IVA).  Obtaining an approval is based upon an inspection of the vehicle  Applicants submitting an imported vehicle for licensing	Accident	None	Only vehicles categorised as N or	
Applicants must produce an engineer's report detailing the repairs made to the vehicle.  Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.  Yellow Vests  None  A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.  A debit or credit card machine may be installed.  Individual  Vehicle  Vehicle  An 'appropriate approval (IVA).  Vehicles  Obtaining an approval (IVA).  Obtaining an approval is based upon an inspection of the vehicle of licensing.  Applicants must produce an engineer's report detailing the repairs made to the vehicle.  Where a V5C has comments in the special information section concerning previous accidents it shall be dutional information to provide additional information to provide additional information to provide and and information to provide additional information to provide addit	Damage		S insurance write offs may be	
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engineer's report detailing the repairs made to the vehicle.  Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.  Yellow Vests  None  A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.  Debit/Credit Card Machines  Debit/Credit Card Machines  If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.  Individual Vehicle Approval (IVA).  Vehicle Solution an approval is based upon an inspection of the vehicle imported vehicle in the office of the vehicle of the vehicle of the vehicle of the vehicle of licensing  Applicants submitting an imported vehicle for licensing				
write off    Pepairs made to the vehicle.	<b>Insurance</b>			
Where a VSC has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.  Yellow Vests  None  A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.  Debit/Credit Card Machines  None  A debit or credit card machine may be installed.  If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.  Individual Vehicle Approval and Imported Vehicles Obtaining an approval (iVA).  Obtaining an approval is based upon an inspection of the vehicle Individual Vehicle Solution and inspection of the vehicle or licensing  Applicants submitting an imported vehicle for licensing				
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Machines  If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.  Individual An 'appropriate approval Vehicles certificate' will likely be in the Approval and Imported Vehicle Approval (IVA).  Vehicles Obtaining an approval is based upon an inspection of the vehicle imported vehicle for licensing		None		
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Imported       Vehicle Approval (IVA).         Vehicles       Obtaining an approval is based upon an inspection of the vehicle imported vehicle for licensing		1		
Vehicles Obtaining an approval is based upon an inspection of the vehicle imported vehicle for licensing	• •	1		
upon an inspection of the vehicle imported vehicle for licensing	•	1	Applicants submitting an	
I DV TDE DVSA		by the DVSA.	imported vertice for fleering	

		must have the vehicle tested as	
	Where the vehicle is imported as	'Normal' under the IVA scheme.	
	it was manufactured, it should		
	only be necessary to have a	A vehicle tested under the IVA	
	'basic' inspection. In all other	'Normal' inspection criteria will be	
	cases, the vehicle will require a	required to provide any additional	
	'normal' IVA inspection. Further	information concerning the	
	information is available from	testing of the vehicle as	
	https://www.gov.uk/vehicle-	reasonably required by the	
	approval/overview.	licensing officer.	
		Applicants seeking to licence a	
		vehicle approved under IVA are	
		advised to contact the licensing	
		authority before purchasing the	
		vehicle.	
		vernicie.	
Tyre Tread	None	At time of licensing the vehicle	
Depth		tyres must show a minimum tread	
Береп		depth of 3mm in a continuous	
		band around the central three	
		quarters of the tyre.	
Specialist,	None	Vehicles not fitting a type	
Classic or	None	described in standard conditions	
Novelty		of licensing will be considered on	
vehicles		a case by case basis by the Group	
vernicles		Head of Environmental Services	
		and the Chair of Licensing.	
		Any person wishing to license a	
		Any person wishing to licence a	
		vehicle that falls outside of this	
		policy should apply in writing	
		giving reasons for the application.	

Licensing of	On 19 March 2012 the Council	Applications for new hackney	
new hackney	set a maximum limit of 304	carriage licences will be	
carriages	hackney carriage vehicle	considered where the vehicle is:	
	licences. This limit is a		
	descending limit. When a licence	A wheelchair accessible vehicle,	
	is surrendered or revoked, the	and;	
	limit shall decrease by the		
	number of licences which were	Zero emission capable, and;	
	surrendered or revoked.		
		Displays the Watford Borough	
		Council livery (appendix A)	
		Any exception to this strict policy	
		will be considered on a case-by-	
		case basis by the Group Head of	
		Environmental Services in	
		consultation with the Chair of the	
		Licensing Committee.	

## New or amended conditions relating to Private Hire Vehicles

Regulation	Current Licence	Suggested Licence	Do you	Reasons for your answers
	Condition (if Applicable)	Condition	agree?	
			Please	
			answer	
			Yes or	
			No	
Engine Size	None	Where a vehicle is powered only by a conventional internal combustion engine the minimum engine size should be 1200cc or capable of producing at least		
		100bhp		
Vehicle Maximum Age at first licence	None	At time of first licensing as a private hire vehicle the vehicle must be no more than 5 years old at the date of application		
		Vehicles must achieve a euro NCAP rating of 4 or 5 stars minimum		
Emissions	None	All new vehicles licensed must be rated euro 6 emission compliant from April 2020.		
		All vehicles, new or renewing, must be rated euro 6 compliant from April 2022.		

Fuel Type	None	All fuel types are permitted	
, pc		providing compliance with the	
		relevant euro rating or equivalent	
		is reached as a minimum.	
		is reactica as a minimum.	
		Vehicles operating on LPG must	
		be converted by a registered	
		converter and certificate must be	
		produced.	
Vehicle	None	Any vehicle not rated as Euro 6	
<b>Maximum</b>		compliant will not be licensed	
Age before		after the vehicle reaches 12 years	
replacement		old from April 2020.	
Door Signs	Door signs, of a type and style	Door signs must be pre-approved	
	approved by the Council's	by the Council's officers.	
	officers, must be displayed on the		
	front doors of the vehicle, unless	When the vehicle is in use for	
	explicitly authorised by the	work door signs MUST be applied	
	Council's officers.	to the driver's and front	
		passenger door of such	
	Only private hire vehicles are	dimensions and colours as may	
	able to gain an exemption from	from time to time be approved by	
	displaying door signs, and only	the Council; must bear the words	
	for certain contract work under	"Private Hire - Advance Bookings	
	an exemption certificate.	Only"; the operator's name	
		and/or telephone number, but	
	Door signs MUST be	may not contain the words "Taxi"	
	permanently applied to the	or "Cab".	
	driver's and front passenger		
	door of such dimensions and	An exemption from displaying	
	colours as may from time to	door signs when undertaking	
	time be approved by the	certain contract work is available	
	Council; must bear the words	on application.	
	"Private Hire - Advance Bookings		
	Only"; the operator's name		

Drivers of Wheelchair Accessible Vehicles	and/or telephone number, but may not contain the words "Taxi" or "Cab".  None (in relation to private hire vehicles)	Where a private hire vehicle is capable of carrying a passenger sitting in a wheelchair in the vehicle, the driver of the private hire vehicle must have attended a disability awareness course approved by the Council.	
Wheelchair Accessible Vehicle Design	None (in relation to private hire vehicles)	Wheelchair Accessible Vehicles must be professional converted and tested.	
Wheelchair Accessible Vehicle Design	None (in relation to private hire vehicles)	Wheelchair accessible Vehicles can be side or rear loading.	
Vehicle Plates and Identifiers	Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate.  The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front	Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle or by use of council approved magnetic bracket. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate. No other form of fixing will be permitted.  The detachable plate slip which is issued once a vehicle is licensed	
	windscreen where it be can be seen by all passengers	must be displayed on the inside of the front windscreen where it be can be seen by all passengers	

Other Signage		display at least one	You must display at least one "No	
	"No Smoking" sign on at least		Smoking" sign on at least one	
	one near-	side and one off-side	near-side and one off-side	
	window to	o be clearly visible to	window to be clearly visible to	
	passengers before entering the		passengers before entering the	
	vehicle.		vehicle.	
	You may o	only display the	You may only display the	
		window stickers or	following window stickers or signs	
	_	viding that they do not	providing that they do not	
	obscure vi		obscure vision:	
	obscure v	131011.	observision.	
	(a)	the Council's official	(a) the Council's official plate	
	(α)	plate (the detachable	(the detachable slip)	
		slip)	(the detachable shp)	
		31107	(b) the name and telephone	
	(b)	the name and	number of a Watford	
	(6)	telephone number of	hackney carriage or	
		a Watford hackney	private hire firm,	
		•	1	
		carriage or private	recognised by the Council	
		hire firm, recognised	(a) an authorized police	
		by the Council	(c) an authorised parking	
	/ - <b>\</b>	and the standing division	permit	
	(c)	an authorised parking	(1)	
		permit	(d) membership of a	
			recognised motoring	
	(d)	membership of a	organization or a hackney	
		recognised motoring	carriage or private hire	
		organization or a	association	
		hackney carriage or		
		private hire	(e) disability awareness signs.	
		association		
			(f) If CCTV is in use, signs	
	(e)	disability awareness	notifying customers of the	
		signs.		

		use, storage and access must be displayed.  (g) A sign advertising the availability of debit or credit card facilities  No other signage is permitted unless permission is expressly granted by the licensing authority on application
First Aid Kits	You must ensure that a First Aid Kit, meeting the requirements of the Health and Safety (First-Aid) Regulations 1981 (as amended or superseded) is carried in a secure position at all times.	You may carry a first aid kit for your use if you choose to do so.  If you do carry a first aid kit it must meet the requirements of the Health and Safety (First-Aid) Regulations 1981
Defibrillator	None	Vehicle Owners may wish to carry a defibrillator.  If a defibrillator is carried the driver of the vehicle must receive adequate training in the use of the machine and provide certificated evidence to prove training.  Defibrillators must be purchased from a recognised supplier of genuine quality machines and proof of purchase will be required.

	T	The defibrillator must be	
		mounted securely in a location	
		where it cannot be accessed	
		easily by passengers.	
Fire	You must ensure a suitable,	Vehicles may carry a well	
Extinguishers	efficient and accessible fire	maintained fire extinguisher of a	
Extiliguishers	extinguisher is fitted and kept	size deemed appropriate by the	
	maintained in the vehicle.		
	maintained in the vehicle.	proprietor.  If an extinguisher is carried this	
		must be securely stored in the	
		vehicle in a fixed and easily	
COTIV	<u> </u>	accessible location	
CCTV	None.	Vehicle owners may fit CCTV	
		system of their choice.	
		Use of the system is governed by	
		GDPR, DPA 2018, and guidance	
		issued by the Information	
		<b>Commissioners Office</b>	
		Where CCTV is installed adequate	
		signage must notify customers of	
		the use of cameras, how long data	
		is stored for and how customers	
		can access the data.	
		Drivers must provide example	
		documentation of a CCTV usage	
		policy, Privacy Impact Assessment	
		and Subject Access Request	
		application.	
		Drivers must provide an in date	
		copy of ICO registration	
		certificate.	

Trackers	None	A vehicle tracker may be installed.
		Where a tracker is fitted it must
		be installed by a competent
		professional and proof of
		installation will be required.
<b>Autonomous</b>	None	Application for licenses for
<b>Vehicles</b>		vehicles capable of and intended
		to be, for any period of time,
		operated autonomously at levels
		3, 4 or 5 (as defined by the Society
		of Automobile Engineers) will be
		considered on a case by case
		basis.
		In general no vehicle not capable
		of being driven by a human being
		(i.e. without a steering wheel)
		shall be considered for use as a
		licensed vehicle on public roads.
		In general any vehicle capable of
		operating autonomously will only
		be licensed where it can be shown
		that the driver will remain in
		overall control of the vehicle at all
		times and that there are systems
		in the vehicle that monitor the
		drivers performance
Number of	The Council is unable to licence	Vehicles must have a minimum of
seats	any vehicle that can carry more	4 passenger seats and a maximum
	than 8 passengers. Applications	of 8 passenger seats.
	for any converted vehicles must	
	be accompanied by an	Applications for any converted
	appropriate approval certificate.	vehicles must be accompanied by

		an appropriate approval	
		certificate.	
Accident	None	Only vehicles categorised as N or	
Damage		S insurance write offs may be	
Repair		presented for licensing.	
Insurance		Applicants must produce an	
category		engineer's report detailing the	
write off		repairs made to the vehicle.	
		Where a V5C has comments in	
		the special information section	
		concerning previous accidents it	
		shall be the duty of the applicant	
		to provide additional information	
		to satisfy the authority that the	
		vehicle is safe to be licensed.	
Yellow Vests	None	A number of fluorescent yellow	
		vests equal to the carrying	
		capacity of the vehicle should be	
		carried for use by passengers and	
		driver in an emergency situation.	
Individual	An 'appropriate approval	Vehicles tested under the IVA	
Vehicle	certificate' will likely be in the	'basic' scheme will not be	
Approval and	form of a voluntary Individual	licensed.	
Imported	Vehicle Approval (IVA).		
Vehicles	Obtaining an approval is based	Applicants submitting an	
	upon an inspection of the	imported vehicle for licensing	
	vehicle by the DVSA.	must have the vehicle tested as	
		'Normal' under the IVA scheme.	
	Where the vehicle is imported as		
	it was manufactured, it should	A vehicle tested under the IVA	
	only be necessary to have a	'Normal' inspection criteria will be	
	'basic' inspection. In all other	required to provide any additional	
	cases, the vehicle will require a	information concerning the	

	'normal' IVA inspection. Further information is available from <a href="https://www.gov.uk/vehicle-approval/overview">https://www.gov.uk/vehicle-approval/overview</a> .	testing of the vehicle as reasonably required by the licensing officer.  Applicants seeking to licence a vehicle approved under IVA are advised to contact the licensing authority before purchasing the vehicle.
Tyre Tread Depth	None	At time of licensing the vehicle tyres must show a minimum tread depth of 3mm in a continuous band around the central three quarters of the tyre.
Debit/Credit Card Machines	None	A debit or credit card machine may be installed.  If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.
Specialist, Classic or Novelty vehicles	None	Vehicles not fitting a type described in standard conditions of licensing will be considered on a case by case basis by the Group Head of Environmental Services and the Chair of Licensing.  Any person wishing to licence a vehicle that falls outside of this policy should apply in writing giving reasons for the application.